

# MARIST

## INTERNATIONAL STUDENT SERVICES

### On Campus Employment Guidelines and Process

Students studying at Marist College may wish to seek on campus employment during their program. **Due to the number of students studying at Marist exceeding the available employment opportunities, it is important to remember that securing a job on campus is not guaranteed during your studies at Marist College.** The job search process can be highly competitive, and as such you should not rely on an on-campus position to fund your studies. This guide will explain the required steps to find, secure, and maintain a job on campus.

### On Campus Resources/Job Search Strategies

**Career Services** – This department can review your resume and give you guidance on improving professional documents, honing communication skills and professional networking.

**Handshake** – A search engine under your student resources on MyMarist that will help you look for jobs.

### Offer Letter and Social Security Number

When you have secured an opportunity to work on campus, you will be given an offer letter from the employer stating your position title and work information needed for the Social Security Administration. After receiving this, you will need to meet with the DSO at International Student Services to receive a second offer letter to bring to the SSA. The second letter explains your status as an international student and right to seek work while studying in the U.S. You will also need the following physical forms (not digital) for your visit to the SSA to show who you are:

1. Two offer letters (one from employer, one from ISS)
2. Printed I-20 (F-1 visa) or DS – 2019 (J-1 visa)
3. Visa, passport
4. I-94

The SSA will provide you a receipt to use while your social security card is being made and mailed to you. This receipt will allow you to complete the I-9 form and other tax paperwork given to you by Student Financial Services and start working on campus.

### Restrictions/End of Employment

Students are allowed to only work 20 hours per week while the Fall and Spring semesters are in session. Students can work up to 40 hours per week during break periods. **International Students may not seek off campus employment due to F-1 and J visa regulations.** All student workers are paid bi-weekly and responsible for filing taxes for any paid employment in the U.S. On-campus employment ends when one of the following is met:

1. Upon graduation
2. Termination from position
3. Resignation